

August 22, 2016

Mr. Bill McKenna, P.E.
Village Engineer
Village of Oak Park
Engineering Division of the Public Works Department
201 South Boulevard
Oak Park, IL 60302

**Re: 2018 and 2109 Alley Improvement Project
Design and Construction Engineering Services**

Dear Bill:

We have enclosed our Statement of Qualifications for Providing Design and Construction Engineering Services for the referenced project. We have previously provided Design and Construction Engineering Services on the 2015 and 2016 Alley Improvement Projects and are beginning work on the design phase of the 2017 Alley Improvement Project. During these projects, we have become familiar with the Village's expectations regarding the design of the alleys, notification of residents, and coordination with other service providers (e.g. garbage pickup).

Our engineers enjoy the relationship they have developed with you and your staff and the professional approach taken with the projects and we would like to continue providing services on future Alley Improvement Projects. If you are interested in extending the contract for the 2018 and 2019 Alley Improvement Projects, we would be willing to hold the rates contained in our current proposal for both years.

We are a unique civil engineering company in that we are local and not as large as some of the other companies offering their services and as such we feel we are able to tailor our services to meet our client's unique needs. Our engineers take pride in providing excellent service to our municipal clients and their residents and trying to go above and beyond our client's expectations. We feel extending the contract would provide Oak Park and its residents the benefit of a seamless transition into the next 2 years Alley Improvement Projects.

We look forward to working on these important projects with the Village of Oak Park. Please feel free to contact our office if you should have any questions or require additional information.

Respectfully submitted,

EDWIN HANCOCK ENGINEERING CO.



Derek Treichel, P.E., CFM
President

Edwin Hancock Engineering Company



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Excellence

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Statement of Qualifications
to Provide
Professional Engineering Services for
Design and Construction Engineering
of the
2018 and 2019
Alley Improvement Project
Village of Oak Park

Name of Firm:	Hancock Engineering
Office Location:	9933 Roosevelt Road, Westchester, Illinois
Contact for SOQ:	Hancock Engineering Chris Baker, PE Project Manager
Contact Phone #:	708-865-0300
Contact email:	cbaker@ehancock.com



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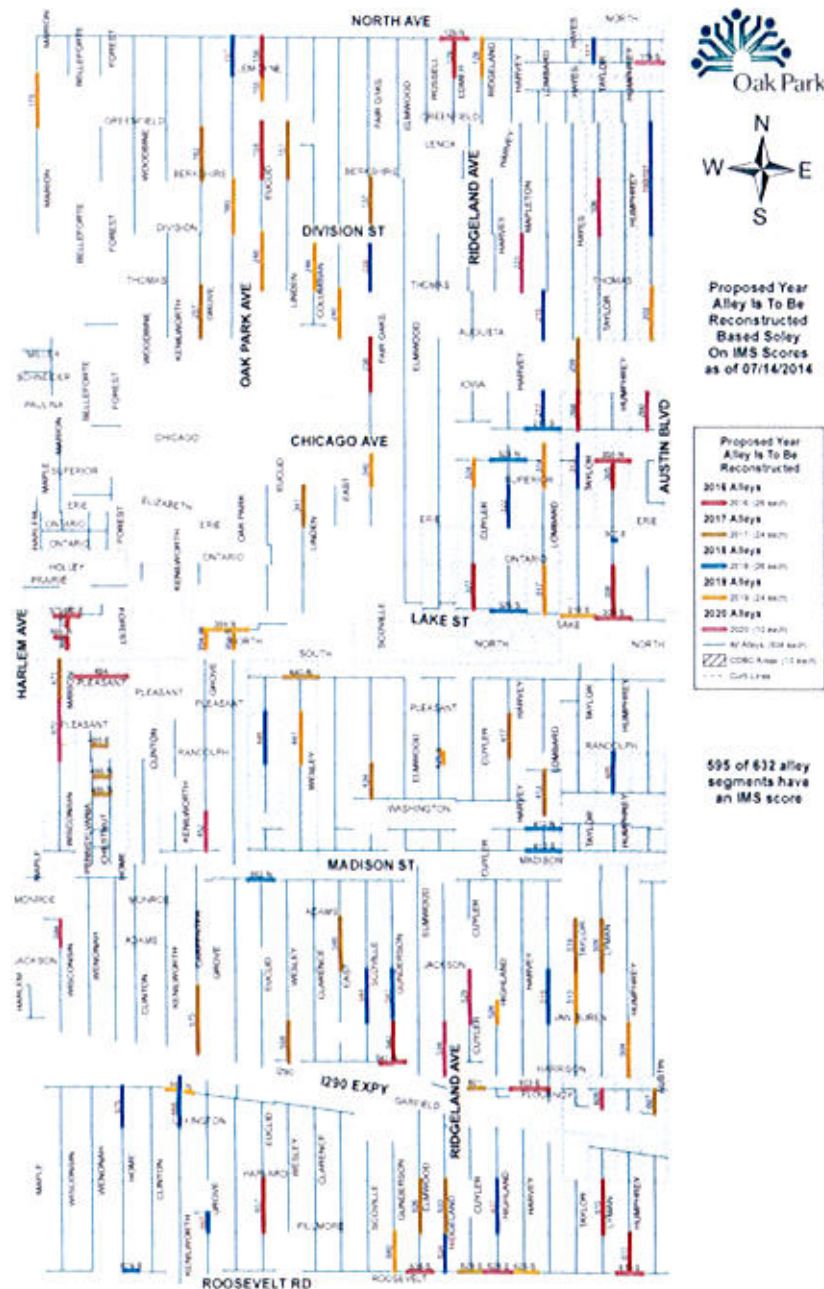
Project Understanding

Hancock Engineering understands that the 2018 and 2019 alley projects will consist of approximately 25-30 alleys throughout the Village of Oak Park. The alleys planned to be improved are highlighted in blue and yellow in the image below. It is understood that the alleys currently targeted to be improved in 2018 and 2019 may change prior to our design commencement.

As our firm has completed the design and construction engineering services for similar projects in both 2015 and 2016, we have a thorough understanding of the project goals and a comprehensive plan on how we propose to implement them.

We understand that the Village of Oak Park has initiated the process of budgeting approximately \$3,000,000 for alley improvements in FY 2018 and FY2019. It is also understood that design and construction costs will be funded through general capital improvement funds and HUD Community Development Block Grant (CDBG) funds at varying levels.

Our familiarity with the Village's expectations and requirements will allow us to provide the Village of Oak Park with a thorough, yet very cost effective proposal for these upcoming improvements.



Project Tasks

Hancock Engineering has substantial experience performing design and construction engineering services for projects very similar to these Alley Improvements. We will furnish an exceptional team of Engineers to team with the Village and at a minimum, provide the following services:

Phase I Engineering

Task 1 – Kick-Off Meeting

Hancock Engineering will coordinate and attend a Project Kick-Off Meeting with Village staff prior to initiating any investigative work for the design of these alleys. This meeting will allow us to review the project design, details, and standards with the Village to ensure we are in agreement as to expected deliverables. It will provide a platform to further develop our understanding of this alley improvement project.

Task 2 – Refine Project Scope

After meeting with the Village, our office will refine this project scope and add any additional duties which may be required of our firm to provide a comprehensive and thoughtful design.

Task 3 – Topographic Survey

Hancock Engineering will prepare topographic surveys of the proposed alley locations. The surveys will be prepared according to Oak Park's *Survey Specifications*, including:

- Topographic Data from Right-of-Way to Right-of-Way
- Elevation Points for all cross-section points at interval not to exceed 50'
- Elevation and horizontal data required to delineate garage floor and garage apron
- Measured depths and visual inspections of all Village of Oak Park-owned water and sewer utilities at all manholes, valve vaults, valve boxes, catch basins, inlets, and sewer clean outs in the village's right of way.
- Setting two benchmarks (on hydrants) per block with a description of the bolt used (such as ne bolt, tagged bolt or first bolt past arrow)
- Detailed data at each connecting intersection and for a minimum of fifty feet (50') in each direction.

It is understood that the delivered form of the alley design survey data shall include an ASCII file (final and complete) and plan view drawing. The ASCII file shall consist of point #, northing, easting, elevation and description. The description shall correspond to the IDOT survey point system.

Task 4 – Utility Coordination

Prior to beginning our design, Hancock Engineering will reach out to public utilities to inform them of the upcoming improvements. Location maps will be sent to **Nicor Gas, ComEd, Comcast, and AT&T** at a minimum to request an internal review of their facilities and to encourage them to initiate any necessary repairs as early in the process as possible to avoid any unnecessary interruptions during Phase III. Once base drawings have been created the public utility companies will be contacted again and asked to “red-line” their existing utilities directly on our plans so that their infrastructure can be incorporated into our improvements.

We will contact **Waste Management** during the design process to inform them of the upcoming project. Unfortunately, during alley reconstructions, there is no “easy” way to handle refuse collection. However, we have had great success working with refuse collectors to simplify the process as much as possible. Provisions will be placed in the specifications to place the burden of responsibility on the Contractor. For instance, if the Contractor chooses to pour an alley on a timeline that will hinder the regular collection of refuse on the scheduled day; he will be required to move residential trash receptacles to a central location where they can be emptied and then returned to the proper residence. Depending on the circumstances, we may also be able to work with the Village and Waste Management to relocate refuse collection to the front of properties for a very short period of time.



Task 5 – Compliance with Complete Streets

Hancock Engineering will review project sites for compliance with the Village’s Complete Streets policy and submit the accompanying checklist. We acknowledge that alley projects are not typically the best location of pedestrian and bicycle friendly properties; however, we will review each individual alley to determine if any measures (bicycle racks, signage, accessible access, etc) can be implemented.

Task 6 – Recognized Environmental Concerns (REC)

Hancock Engineering will work with **True North Consultants** to review all project sites for RECs. The scope of work for the Potentially Impacted Properties Evaluations will include a review of current Federal, State and local government records and databases to assist in the evaluation and

PROJECT SCOPE

identification of environmental conditions at properties adjoining the alleys. Reasonably ascertainable historical information will be reviewed to determine historical operations of adjacent properties. A site walk will be performed to inspect the existing conditions, obtain any pertinent field data, observe physical characteristics of the alley, identify current operations, and observe surrounding property conditions and operations. An evaluation documenting the activities and results of the reconnaissance activities will be prepared and recommendations concerning further assessment will be provided.

Phase II Engineering

Task 1 – Preparation of Design Survey and Base Sheets

Our office will apply our acquired data to prepare base plan sheets. These base sheets will outline the existing conditions as they apply to the scope of improvements. Spot elevations will be shown at edge of pavement, centerline, garage floor, and garage apron. Additionally, existing elevations will be presented at all utility structures and other critical points. Vertical and horizontal control will be depicted on the plan sheets as well as the offset locations.

The plan sheets will meet the requirements of Oak Park and the Metropolitan Water Reclamation District (MWRD).

Task 2 – Preparation of Preliminary Design Parameters and Recommended Standards

Prior to initiating the drafting of our surveyed data, we will discuss with the Village the desired drafting and design standards. Hancock Engineering typically defaults to IDOT standards in the creation of plans when it comes to standard drafting symbols and line weights. However, many of our clients have instituted their own preferred Village standards to override IDOT policy where applicable. We understand that this project will be funded utilizing Village monies and as such we will ensure that all Village standards are included where desired.

Task 3 – Prepare Requests for Preliminary Site Investigations

Hancock Engineering will prepare requests for proposals for Preliminary Site Investigations (PSI) for any areas of RECs identified during our Phase I investigation.

It is understood that the Village shall solicit proposals and pay for the PSI separately from this Contract. Hancock Engineering will provide oversight and review the PSI to determine the inclusions of any Special Provisions and Contract Pay Items/Quantities that will need to be included in the project plans to remediate the identified contaminated soils.

Task 4 – Preparation of Required Permits

Hancock Engineering will prepare and submit all necessary permits to construct these improvements. It is anticipated that the following permits will be required:

- MWRD WMO Permit
- IDOT Utility Permit
- Notice of Intent (NOI) to the IEPA for ground disturbance.

In addition, our office will prepare a Storm Water Pollution Prevention Plan (SWPPP) for the project in accordance with Part IV of the General NPDES Permit. Our proposal fee includes submitting the initial permit application as well as making any revisions required by the governmental agency.

Task 5 – Preparation of Contract Documents

The project documents will be prepared in the Village's format which will include construction documents, bid forms, instructions to bidders, contract bid form, bonding and insurance requirements, and other compliance requirements. It is expected that the project plans will include the following plan sheets:

- | | |
|----------------------------------|-------------------------------------|
| ▪ Title Sheet | ▪ Maintenance of Traffic Plans |
| ▪ Index Sheet/ Legend of Symbols | ▪ Sediment and Erosion Control Plan |
| ▪ General Notes | ▪ Roadway Details |
| ▪ Summary of Quantities | ▪ Drainage and Utility Details |
| ▪ Alley Plan and Profiles | ▪ IDOT Standard Drawings |

In addition to the creation of project plans, this task will also include the assimilation of project specifications. Although project pay items will be based upon the Illinois Department of Transportation's Standard Specifications for Road and Bridge Construction, there will be instances in which we will need to either modify an existing Special Provision, or create a new item altogether. These special provisions for pay items as well as other standards (Village standards, IDOT BDEs, etc.) will be compiled to create a specification document to be used for bidding.

Hancock Engineering will create a thorough Estimate of Costs and Estimate of Construction Time for this project.

Task 6 – Submittal of Documents at 75% and 90% Completion

Hancock Engineering will submit plans and other bidding documents to the Village at an approximate 75% and 90% completion points. These plans will have incorporated the comments from permitting and public utility agencies.

We will also meet with the Village to discuss any intermediate issues and questions.

The submittal will include project plans, specifications, estimate of time, estimate of cost, and status of utility coordination.

Task 7 – Submittal of Documents for QA/QC Review

Hancock Engineering will submit a “final” set of plans to the village for their Final QA/QC review process. It is important to note that Hancock Engineering has our own Quality Control program. Recently, our firm’s professional staff and their commitment to quality production have led to installing in-house procedures which enhance our ability to provide improved professional services to our clients. Quality assurance and self-improvement are primary goals of our firm, and are mandatory for our survival, growth and continual client satisfaction.

Our **Quality Assurance Program (QAP)** is a peer review process which includes a defined set of procedures and standards used to facilitate design and to produce documentation of that design that will save the Village from costly delays during Phase III Engineering, and ultimately will provide **substantial costs savings** to our client.

Quality Assurance reviews are in-house reviews conducted to verify that all design is performed and documented in conformance with the procedures and standards mandated by our QAP.

The primary purpose of QA reviews is to provide redundancy via a **second set of experienced eyes** on the drawings to catch mistakes, errors or omissions. For this project, Derek Treichel, P.E. will perform these reviews, although it’s not uncommon to have two or more reviewers on large projects. Our reviews will focus on looking at the big picture, reviewing the project details, ensuring clarity of our intentions, and confirming our Estimate of Cost. From there, we send our plans to our Construction Engineer Manager, Bill Peterhansen, P.E. to review in terms of constructability and to reduce the likelihood of any issues arising during construction.

Task 8– Submittal of Final Documents

After completing our internal QAP and incorporating any final Village comments we will provide the Village with final sets of project plans and bidding documents.

A final estimate of Cost and Estimate of Time will be provided to the Village as well.

Our office will furnish the Village with all necessary copies of bidding documents for bidding purposes at no additional cost to the Village.

The work will be designed in all aspects to meet all applicable Village design criteria, inclusive of full plans and specifications in standard units.

Task 9– Attendance at Village Meetings

Hancock Engineering will attend any necessary meetings with the Village Staff. If desired by the Village, Hancock will attend a public information meeting where we will make a presentation and assist the Village staff with answering questions related to the project.

Task 10– Bidding Assistance

Hancock Engineering will also assist with the bidding process as needed. We will make our project team available to answer any questions as they arise throughout the bidding and construction process. We have been in business for over 100 years and have experience working with the majority of utility and paving contractors that bid projects in this area. Our experience allows us insight as to a potential contractor's ability to not only complete the work, but to also finish the work within budget and schedule.

Task 11 – Continuous Coordination with Village Staff

Throughout the course of the project, Hancock Engineering will continuously keep the Village informed of our progress. We will provide the Village of Oak Park with weekly reports on our advancements, including status of utility coordination, design processes, permit submittals, and other pertinent information.

We believe that open communication with the Village will be crucial to the success of this project and as such, we will **not charge extra for any progress meetings during regular business hours**. We welcome Village input at any stage of our design.

Phase III Engineering

Task 1 – Preconstruction Services

Hancock Engineering will schedule, lead and prepare minutes for a pre-construction conference with the Village, Contractor and Sub-Contractors. At this meeting the Contractor will be required to submit:

- Proposed Project Schedule which Hancock Engineering will thoroughly review and comment on the validity of change orders. If changes are necessary, the Contractor will be required to submit a revised schedule within the week.
- Name and 24 hour cell-phone number for the Superintendent in charge of overseeing the Traffic Control and Protection.
- Shop Drawings for requested submittals.
- List of proposed suppliers and sub-contractors. All Sub-Contractors with contracts greater than \$2,000 will be required to attend this meeting.

PROJECT SCOPE

This meeting will provide the Village and our office an avenue to discuss the expectations of the Contractor as they pertain to:

- Acquiring Village License and/or bond
- Certified Payroll release
- Notification Process
- Required permit follow-through
- Erosion Control Expectations
- Requirements and schedule for pay estimates
- Staging and access requirements

Task 2 – Notification of Residents Affected by Construction

Hancock Engineering understands and supports the Village's policy of providing affected area residents with notice of construction. We will supply a 24 hour phone number for each project engineer for inclusion in this letter.

Hancock Engineering will also draft and prepare Agreements for private property driveway apron replacement and parking passes. We are confident in our ability to manage this process and simplify the Village's necessary involvement.

We have allotted the needed amount of time to meet with residents individually to measure their private aprons.

Task 3 – Parking Impact Study

Hancock Engineering understands the critical nature of parking throughout the Village. We will work hand-in-hand with the Village of Oak Park's Parking Services Department and prepare parking passes for distribution as necessary. Furthermore, we hope to lessen the parking burden as much as possible by including interim deadlines of alley completion dates within the Contract Specifications.

Task 4 – CCDD Sign-Off

Hancock Engineering will prepare Clean Construction Demolition Debris forms for all project sites. We understand that, if necessary, environmental oversight will be paid for separately by the Village.

Task 5 – Verify Layout of Proposed Work

Hancock Engineering will confirm that the Contractor's layout meets with the plans.

Our field engineers will verify that, for example:

The Edge of Alley is not higher than adjacent garage floor

- A drainage structure will not be placed directly on a gas main or other utility
- ADA compliance grading at all public sidewalk keystones and intersections
- Proper pitch of proposed sewer
- Location and limits of restoration items

Over the last ten years, our firm has provided various degrees of construction layout on over 1,500 projects for our clients.

Task 6 – Construction Observation

Hancock Engineering excels at providing extensive on-site observations of construction work in progress. Our Resident Engineer will provide field checks of materials and equipment on a **full-time continuous** basis. Each of our engineers, including Jim Goumas, our Client Manager and Company Executive Vice-President, will be reachable 24 hours a day on their cellular telephones.



Additionally, our team will:

- Be on-site anytime work is being completed on the project. It is not uncommon for our engineers to remain on-site well past the end of the Contractor's day completing paperwork and resolving resident issues. *It is very important to note that the Village of Oak Park will **never be charged over 8 hours in a day** for our on-site Engineer.*
- Serve as the Village's liaison with the Contractor and their Sub-Contractor's.
- Cooperate with the Contractor in dealing with the Oak Park Police and Fire Departments, and various other local agencies having jurisdiction within the project limits.
- Continually keep the Village informed as to whether the work is proceeding in accordance with Contract Documents. We will strongly guard the Village against defects and deficiencies in the work, immediately advise the Village of any observed deficiencies and reject all work failing to conform to the Contract Documents. **The Contractor will never be paid for work that is unsatisfactory.**
- Organize and lead Development Meetings on-site a minimum of twice a month. We will maintain and circulate minutes of these meetings.
- Review Contractor's progress on a regular basis. As discussed above we will submit weekly Progress Reports which will compare the actual progress to the Contractor's approved schedule. If the Contractor has fallen behind schedule, we will work with the Contractor to determine the appropriate course of action to return to schedule.
- Work with the Village to ensure that necessary Material Testing is adequately provided.
- Coordinate with residents on a continual basis.

- Review and maintain a file of Shop Drawings and Contractor Submittals.
- Perform Traffic Control checks a minimum of three times per day. The checks shall involve checking the condition of barricades between sunrise and sunset. Additionally, twice a month the barricades will need to be inspected after sunrise to ensure that they are all flashing as required. Our office will provide the Village with Barricade Check reports on a weekly basis. The Contractor will be notified immediately of any deficiencies found and will need to remedy any issues without delay.
- Keep an inspector's Daily Report book in the Village's format recording hours on the jobsite, weather conditions, general and specific observations, daily activities, quantities placed, inspections, decisions, and a list of viewing officials. These documents will be used to create our weekly Progression Reports.
- Coordinate Construction with MWRD and other permitting agencies.

Our office understands that the Resident Engineer and other field engineers will not authorize any deviation from the Contract Documents except upon written instructions from the Village.

Task 7 – Materials Testing

Hancock Engineering will work together with Rubino Engineering to provide QA Materials Testing for these improvements.

Alleys will not be opened for traffic until design strength of the concrete has been achieved.

Task 8 – Construction Documentation

As part of our construction services, Hancock Engineering will provide comprehensive documentation. This will include:

- Maintaining orderly files of correspondence which shall include:
 - Preconstruction Minutes
 - Daily Project Diary
 - Weekly Progression Reports
 - Traffic Protection Reports
 - Quantity Book
 - Minutes from Development Meetings
 - Contract Documents
 - Correspondence with Public Utilities and other Agencies
 - Material Testing Reports

Task 9 – Construction Project Close-Out

Hancock Engineering acknowledges that it is in all parties' best interest to have the project closed out as efficiently as possible. It is our policy to complete a preliminary "Pre-Final" inspection in which we provide the Contractor with a list of deficiencies that must be corrected prior to project

close-out. As part of this inspection, we will, at a minimum:

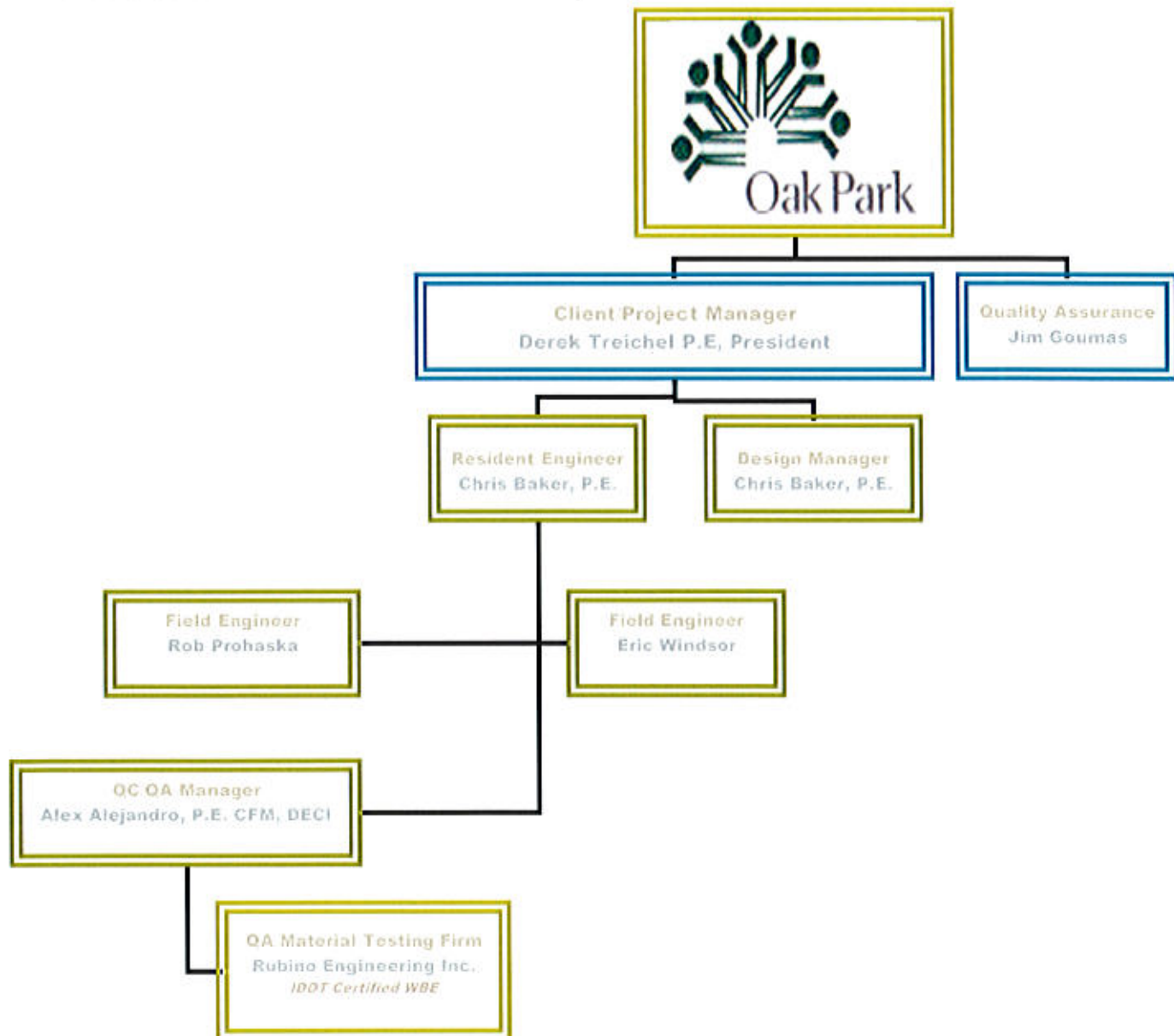
- Open all drainage structures and verify their cleanliness
- Inspect all concrete items for cracking and/or puddles
- Inspect all sodded parkways to ensure knitted seams and proper drainage
- Verify that all domestic water service boxes are keyable
- Capture photographs of the improvements

Once these items have been corrected, we will invite the Village to conduct a Final Inspection. If any items are found to need correction, we will provide instruction to the Contractor to correct the issues. After all items have been amended, we will make a recommendation to the Village concerning project acceptance.

During project close-out, Hancock Engineering will provide Record Drawings to the Village of Oak Park. The drawings will also show any changes that were made to the project plans, including elevations, geometry, and/or limits of improvements.

Organizational Chart

Hancock Engineering employs highly skilled individuals that work together to form a company with the reputation of working efficiently and professionally to address the concerns of our municipalities and its constituents of local businesses, schools, and home owners. Hancock Engineering employees are very aware that to provide our standard of service, we must understand and reflect the views and intention of the municipality.



Estimated Construction Schedule

We have analyzed the individual alleys that are planned to be in the 2018 and 2019 program and have determined that each project could be completed in a singular year.

The construction of each project will take approximately 24 weeks. The design can begin in the preceding year if it helps the Village's budget.

Objections to Terms

Our firm has an objection to the language in the Indemnification Clause (Item 4) in the Professional Services Agreement (Attachment VI). The term "Defend" is problematic and we have been told by our Insurance Carrier and attorney that the Indemnity clauses that are overreaching, such as the defend clause, will not have full coverage under our PLI Insurance.

Our insurance carrier and attorneys have suggested the following indemnification clause:

The Consultant shall, indemnify and hold harmless the Village against lawsuits, claims, demands, damages, liabilities, losses and expenses, including reasonable attorney's fees and administrative expenses, to the extent arising out of caused by a negligent or wrongful act or omission of said consultant, , its officers, agents and/or employees in the performance of professional services set forth in the contract.

The parties expressly agree that Consultant has no duty to defend Village against any claims, causes of action, demands lawsuits or proceedings of any kind.

Hourly Rates

Hancock Engineering recently submitted the following rates to the Village of Oak Park for the 2017 Alley Improvement Project. If awarded this contract, Hancock Engineering is willing to lock these rates for 2018 and 2019.

PERSONNEL CLASSIFICATION	2017 Rate**
ENGINEER -VI	\$131.00
ENGINEER -V	\$126.00
ENGINEER -IV	\$116.00
ENGINEER -III	\$111.00
ENGINEER -II	\$91.00
ENGINEER -I	\$81.00
CADD MANAGER	\$111.00
CADD TECHNICIAN -II	\$101.00
CADD TECHNICIAN -I	\$96.00
ENGINEERING TECHNICIAN – V	\$111.00
ENGINEERING TECHNICIAN – IV	\$101.00
ENGINEERING TECHNICIAN – II	\$71.00
ENGINEERING TECHNICIAN – I	\$46.00
ADMINISTRATIVE	\$68.00

All hourly rates include costs for out-of-pocket expenses including mileage, tolls, photocopying, etc. and no additional compensation will be sought for these items. Hancock Engineering has no hidden fees